



Site Plan Information Required for Major Alterations In 1–Family, 2–Family and 3–Family Zoning Districts

APPLICANTS ARE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION WITH PERMIT APPLICATIONS

- ☐ **B.Z.A. board order, Council Variance or L.O.M.C.** (F.E.M.A. Letter of Map Change) that applies to the permit application. Without this information standard development standards and F.I.R.M. mapping will be used for review purposes.
- ☐ **Address:** The address provided must be consistent with existing City of Columbus records. If existing records are not available a certified address can be obtained at the Transportation Division; 109 N. Front St., 3rd floor; Columbus, OH 43215. Phone (614) 645-5660.
- ☐ **Site/plot plan** drawn to engineer's scale on a separate sheet no larger than 11 x 17 inches that includes the following information.
 - ☐ North arrow
 - ☐ Scale
 - ☐ F.E.M.A . flood plain zone, F.I.R.M. map number and date (show 100-yr. flood plain with floodway lines if present). Contact the City of Columbus Floodplain Manager at 645-0704 if you have any questions regarding development on a lot that includes any portion of a flood plain.
 - ☐ Label and dimension all property lines.
 - ☐ Label and dimension all applicable setback lines.
 - ☐ Dimension side and rear yards.
 - ☐ Label and dimension driveway or other vehicle maneuvering surfaces; label the surface material (e.g. asphalt, concrete) or add a note stating compliance with C.C. 3342.24, Surface.
 - ☐ Label and dimension all structures on the lot (e.g. porches, decks gazebos, certain above ground pools).
 - ☐ Label and dimension adjacent public/private streets, lanes, alleys etc.; show and label centerlines.
 - ☐ State rear yard size in square feet and as a percentage of the total lot.
 - ☐ Identify streams/rivers etc. if on the property or abutting the property.
 - ☐ Label fences and specify fence height and opacity.
 - ☐ Identify applicable Historic and Architectural Review District(s) or Planning Overlay(s).

The items listed above are necessary to evaluate compliance with City of Columbus zoning code and building code. This checklist is not exhaustive. Site specific zoning overlay texts may require additional information. Other city agencies, including but not limited to the Transportation Division, Refuse Division and Public Utilities may also be involved with the review process.

Applicants are encouraged to schedule a pre-review meeting with residential zoning clearance staff prior to submitting building permit applications to evaluate compliance with applicable zoning code. A fee is charged for these meetings. Please call 645-8637 to schedule a meeting.